

**Personnel Procurement**

# **In-Service Recruiting Program**

**Headquarters  
Department of the Army  
Washington, DC  
15 June 1983**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601-209

In-Service Recruiting Program

Personnel Procurement

In-Service Recruiting Program

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By Order of the Secretary of the Army:

E. C. MEYER  
*General, United States Army*  
*Chief of Staff*

Official:

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*Major General, United States Army*  
*The Adjutant General*

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**History.** This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

**Summary.** This regulation assigns responsibilities to each Department of the Army agency involved in the In-Service Recruiting

Programs (ISRP). It further develops a closer working relationship between Regular Army reenlistment officials and Army Reserve Component in-service recruiters. It also defines the in-service recruiter's role in the total Army retention programs and the Active Army to Army Reserve Component transfer system.

**Applicability.** This regulation applies to the Active Army, the Army National Guard, and the US Army Reserve.

**Proponent and exception authority.** Not applicable.

**Impact on New Manning System.** This regulation does not contain information that affects the New Manning System.

**Army management control process.** Not applicable.

**Supplementation.** Supplementation of this regulation is prohibited unless prior approval

is obtained from HQDA (DAPE-MPD-RT), WASH DC 20310,

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPD-RT), WASH, DC 20310.

**Distribution.** To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Procurement. Active Army, D; ARNG, C; USAR, C

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## Chapter 1 General

### 1-1. Purpose

This regulation establishes Department of the Army (DA) policy governing the In-Service Recruiting Program (ISRP) which is designed to retain qualified service members within the Total Army. A primary objective of this regulation is to promote the benefits of Regular Army (RA) reenlistment before an effort is made to obtain commitment to the Army National Guard (ARNG) or the US Army Reserve (USAR).

### 1-2. References

Required and related publications are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) has General Staff responsibility for policy governing this regulation. This is in conjunction with the RA Reenlistment Program and the ISRP. The DCSPER will-

(1) Develop and implement a Total Army program for In-Service Recruiter (ISR) noncommissioned officers (NCOs) and RA reenlistment personnel.

(2) Establish policy governing the Automated Unit Vacancy System (AUVS) for the USAR and assist the Chief, National Guard Bureau (CNGB) in developing a similar capability for the ARNG.

(3) Establish an ISR and RA Reenlistment NCO (RNCO) interrelated awards program.

(4) Coordinate a combined Active Army, ARNG, and USAR publicity and advertising council for ISR operations outside the continental United States (OCONUS).

(5) Issue ISR quotas to the major Army commands (MACOMs).

(6) Together with-

(a) CNGB and Chief, Army Reserve (CAR), authorize ISR positions in support of this regulation.

(b) CNGB, CAR, and MACOM commanders, provide program funding.

(c) CNGB, CAR, and affected MACOMs, establish the distribution of ISR positions and approve requests for transfer and reallocation of all authorized ISR positions.

(d) CNGB, CAR, MACOM, and the US Army Recruiting Command (USAREC), provide Army-wide standard guidance for ISR duties and responsibilities.

b. The Chief, National Guard Bureau will-

(1) Serve as the coordinating agency among the State Adjutants General, MACOMs, and OCONUS installations relative to operational control (OPCON) of the Army National Guard of the United States (ARNGUS) ISRs.

(2) Manage ARNGUS ISR Special Duty Assignment (Proficiency Pay) (SDA (PP)).

(3) Provide specific National Guard Bureau guidance, as appropriate, for ARNGUS ISR duties and responsibilities. (See a (6)(d) above.)

(4) Monitor ARNG referrals and process ISR requests for unit assignments.

(5) Develop a program that will provide accurate accession data of prior service enlistments and reenlistments into ARNG units. Provide this data to the States, MACOMs, 1st Personnel Command (1st PERSCOM), 8th Personnel Command (8th PERSCOM), US Army Western Command (WESTCOM) and ODCSPER.

(6) Provide ARNG advertising and publicity support.

(7) Select qualified ARNG senior NCOs for identified ARNGUS ISR vacancies and request the appropriate States to order selectees to active duty in an Active Duty Guard/Reserve (AGR) status.

(8) Establish eligibility criteria for membership in the ARNG within established DA policy.

(9) Manage and fund the ARNG ISRP.

(10) Conduct periodic staff visits together with ODCSPER (DAPE-MPD-RT), MACOM installation commanders, and OCONUS commanders.

c. The Chief, Army Reserve will-

(1) Provide funding of the USAR ISRP.

(2) Provide public affairs support.

d. The Commanding General, US Army Recruiting Command will-

(1) Together with the Commanding General, US Army Reserve Components Personnel and Administration Center (CG, RCPAC), select personnel to fill USAR ISR vacancies and request CG, RCPAC to issue AGR orders.

(2) Schedule USAR personnel selected to fill ISR vacancies or projected vacancies to attend the OOR Recruiter's Course. This will apply only to those personnel not qualified in military occupational specialty (MOS) OOE, prior to reporting for an ISR assignment. The course is conducted at the US Army Institute of Personnel and Resource Management (USAIPRM).

(3) Provide accurate accession data for transfer to and enlistment into USAR Troop program units (TPUs) and prior service enlistments into USAR units and the Individual Ready Reserve (IRR), achieved as a result of the ISRP. Provide this data to ODCSPER (DAPE-MPD-RT), MACOMs, WESTCOM, 1st PERSCOM, and 8th PERSCOM.

(4) Provide the USAR ISRP with advertising support and recruiting publicity items.

e. The Commanding General, US Army Reserve Components Personnel and Administration Center will-

(1) Publish AGR orders for USAR personnel selected for ISR positions.

(2) Publish reenlistment, extension, and permanent change of station (PCS) orders for USAR ISR personnel.

(3) Publish SDA (PP) orders according to AR 135-205.

(4) Provide USAR ISR personnel management according to the Long Tour Management Program (LTMP).

(5) Together with CG, USAREC, directly assign personnel in pay grades E8 or E9, qualified in MOS OOE, to vacancies and projected vacancies of ISR positions authorized E8 or E9 grades.

(6) Provide IRR information to ISRs and installations for soldiers who elect not to affiliate with ARNG or USAR units.

f. The Commanding General, US Army Military Personnel Center (CG, MILPERCEN) will provide, through the Recruit Quota System (REQUEST) and Reenlistment/Reservation and Approval System (RETAIN), the automated capability to display USAR unit vacancy and accession data.

g. MACOM commanders will-

(1) Provide guidance to installation commanders for the ISRP, including responsibility for planning, programming, and budgeting ISR operations and support effective with fiscal year 84.

(2) Assign DA mission objectives to installations.

(3) Monitor the installation ISRP.

(4) Recommend and coordinate supplemental guidance for the ISRP with ODCSPER and USAREC.

(5) Maintain OPCON of attached ISR personnel.

h. The Commanding General, US Army Forces Command (CG, FORSCOM), in addition to g above, will develop and monitor procedures for subordinate elements to submit USAR unit vacancy data to MILPERCEN.

i. The Commanding General, WESTCOM, and commanders, 1st PERSCOM, 8th PERSCOM, and continental United States (CON-US) installations will-

(1) Maintain OPCON and provide adequate support of the ISR attached to the command or installation (para 2-3).

(2) Submit recommendations regarding the ISRP.

(3) Accomplish the DA mission as assigned by the MACOM.

(4) Develop installation policies and standing operating procedures (SOPs) to insure all eligible soldiers are counseled regarding ARNG and USAR opportunities. This applies to all soldiers scheduled for separation from active duty. These SOPs are in accordance

with the Army pre-separation and counseling program governed by AR 601-280 and DA Pam 600-8-11.

(5) Establish procedures for processing and distributing assignment, enlistment, and referral packets. AR 601-210, AR 640-10, and DA Pam 600-8-11 are the governing directives for such procedures.

(6) Provide daily supervision of ISRP operations.

(7) Be responsible for counseling separating personnel on the opportunities for continued service in the ARNG or USAR. This should be done before the soldier is transferred to the Separation Transfer Point, when the services of an ISR are not available. Counseling will be as prescribed by AR 601-280 and DA Pam 600-8-11.

(8) Budget the ISRP support requirements for the respective installation (para 2-3).

j. The In-Service Recruiter (ISR) will-

(1) Support the RA Reenlistment Program by-

(a) Referring qualified soldiers, who indicate a desire to continue membership in the RA, to the appropriate RNCO.

(b) Reinforcing the advantages of continued military service within the structure of the Active Army, ARNG, and USAR.

(c) Maintaining a close liaison with installation reenlistment personnel.

(2) Support the ISRP by-

(a) Conducting briefings to provide ARNG and USAR information and service benefits to eligible soldiers of the Active Army prior to separation.

(b) Conducting personal interviews with eligible soldiers who have expressed an interest, or indicated a desire, to join the ARNG or USAR.

(c) Determining individual eligibility for ARNG and USAR incentive programs that may be in effect.

(d) Obtaining commitments from qualified personnel separating from the Active Army to join units of the ARNG or USAR. Such affiliation may be by direct assignment or enlistment, as appropriate, or by enlistment in the IRR.

(e) Insuring proper preparation and distribution of assignment, enlistment, and referral packets.

(3) Counsel the installation's military community on matters relating to the ARNG and USAR, as requested.

## **Chapter 2**

### **In-Service Recruiter Mission Objectives and Procedures**

#### **2-1. In-Service recruiter mission objectives**

a. To support the ISRP mission, the objectives of the ISR are to achieve the following:

(1) The voluntary transfer of obligors and the enlistment of non-obligors into units of the USAR.

(2) The referral of obligors and nonobligors to the ARNG.

(3) The enlistment of nonobligors into the USAR with assignment to the IRR.

b. RA reenlistment personnel will support these objectives in the absence of an ISR attached or assigned to the installation.

#### **2-2. Procedures necessary to accomplish the In-Service Recruiting Program mission.**

a. Retaining qualified enlisted personnel in the RA, ARNG, or USAR who might otherwise be lost to the military upon separation from the Active Army can best be achieved by-

(1) The ISR and RNCO establishing and maintaining a close liaison on Army installations. RNCOs will provide mission support of the ISRP where an ISR is not available or in partnership with the available ISR.

(2) Coordinating efforts between the ISRs and RNCOs in those actions relating to interviews, counseling, and mutual referrals.

(3) Insuring that all qualified personnel are interviewed and

counseled concerning continued service in the RA, ARNG, and USAR before they are separated from active duty.

(4) Requiring RNCOs and ISRs to be versed in the organization and mission of the RA, ARNG, and USAR.

b. RNCOs will refer qualified personnel, who decline reenlistment in the RA, to the appropriate ISR for interview and counseling 30 to 60 days before separation.

c. ARNG unit referrals will be based on standards established by the appropriate State Adjutant General. CNGB will process OCONUS ISR requests for ARNG referrals via the RETAIN message system.

d. The AUVs will be used to determine existing USAR TPU vacancies and to obtain assignment reservations.

e. Hometown sponsorship by the appropriate ARNG or USAR unit, or by USAREC officials in partnership with the appropriate USAR TPU, will be the key procedure necessary to reduce the number of no-shows.

#### **2-3. In-Service recruiter operational control**

a. ARNGUS and USAR ISRs are attached to an Army installation for quarters, rations, administration, and Uniform Code of Military Justice (UCMJ) jurisdiction. They are under the OPCON of the installation commander. For the purpose of this regulation, the following will function as installation commander-

(1) Commander, 1st PERSCOM within US Army, Europe.

(2) Commander, 8th PERSCOM within Eighth US Army, Korea.

(3) CG, WESTCOM within Hawaii.

b. Commanders having OPCON should use the available ISRs as a resource of Reserve Component expertise regarding Army Reserve Component affiliation. Commanders will insure the ISRs are fully integrated into the Total Army reenlistment and retention management systems. OPCON of the ISR includes-

(1) Location of the ISR within the installation boundaries.

(2) Daily supervision at the installation level.

(3) Determination of the rater, indorser, and reviewer for the Enlisted Evaluation Reporting System according to AR 635-205.

(4) Logistical and communications support.

(5) Insurance that the ISR is not deterred from achieving the ISRP mission by assignment to additional duties, to include roster type details.

## **Chapter 3**

### **Selection, Attachment, and Assignment of In-Service Recruiters**

#### **3-1. Selection**

Selection of personnel to fill current or projected vacancies of ISR positions will be in accordance with the following:

a. ARNGUS. Selection for duty as an ARNGUS ISR will be determined by a board convened by CNGB.

b. USAR. Selection for duty as a USAR ISR, for a position authorized-

(1) Pay grade E7 will be as determined by CG, USAREC.

(2) Pay grade E8 or E9 will be determined by CG. RCPAC according to policy governing the LTMP.

#### **3-2. In-Service recruiter career management field**

The ISR is managed under career management field (CMF) 79 and must be qualified in military occupational specialty (MOS) OOE, recruiter. ISRs performing duties in MOS OOE, if otherwise qualified, are eligible for SDA (PP) under current ARNG and USAR directives.

#### **3-3. In-Service recruiter applicant qualifications**

Applicants for ISR positions must meet the following minimum qualifications:

a. All applicants must be in pay grade E7 through E9 on active duty in an AGR status.

*b.* All applicants must possess MOS OOE as a primary, secondary, or additional MOS.

*c.* USAR applicants in pay grade E7 must have successfully completed at least 1 year of duty as an ARNG or USAR recruiter. USAR applicants in pay grade E8 or E9 must have completed at least 1 year of duty in MOS OOE.

*d.* ARNGUS applicants must be selected for continuation in the AGR program by an ARNG board convened by CNGB.

*e.* USAR applicants in pay grade E7 must be approved for continuation in the recruiting program by CG, USAREC. USAR applicants in pay grades E8 and E9 will be governed by the LTMP.

*f.* Applicants for ARNGUS ISR positions, and USAR ISR positions in pay grade E7, must meet other criteria as determined by CNGB, CAR, and ODCSPER, as appropriate.

### **3-4. Optional In-Service recruiter requirements**

In addition to the required qualifications for appointment to an ISR position, the following additional qualifications are desirable:

*a.* Successful completion of the Army Reenlistment (OOR Transition) Course at USAIPRM, Ft. Benjamin Harrison, Indiana; or

*b.* A working knowledge of the policies and procedures contained in AR 140-10, AR 601-210, AR 601-280, DA Pam 600-8-11 and MACOM reenlistment program requirements.

### **3-5. Attachment and assignment**

*a.* ARNGUS. ISRs will be assigned to State and Territory Headquarters Tables of Distribution and Allowance (TDA) positions. They will be attached for duty to MACOM ISR positions by CNGB.

*b.* USAR. ISRs will be assigned to USAR Control Group (Reinforcement), attached to USAREC, and detailed for duty with a MACOM or OCONUS installation. TDA documentation will be within USAREC.

### **3-6. Release from In-Service recruiter assignment**

*a.* Appropriate National Guard directives govern voluntary and involuntary release from an ARNGUS ISR position.

*b.* USAR ISR personnel are released from active duty under the provisions of AR 635-200. LTMP governs the relief from ISR duty assignment and reassignment.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 135–205**

(Enlisted Personnel Management) Cited in paragraph 1-4e(3).

#### **AR 140–10**

(Assignments, Attachments, Details, and Transfers). Cited in paragraph 3-4b.

#### **AR 601–210**

(Regular Army and Army Reserve Enlistment Program). Cited in paragraphs 1-4i(4) and (7) and 3-4b.

#### **AR 601–280**

(Army Reenlistment Program).

#### **AR 623–205**

(Enlisted Evaluation Reporting System). Cited in paragraph 2-3b(3).

#### **AR 635–200**

(Enlisted Personnel). Cited in paragraph 3-6b.

#### **AR 640–10**

(Individual Military Personnel Records). Cited in paragraph 1-4i(5).

#### **DA PAM 600–8–11**

(Military Personnel Office Separation Processing Procedures). Cited in paragraphs 1-4i(4), (5), and (7), and 3-4b.

### **Section II Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

#### **AR 135–91**

(Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures).

#### **AR 140–1**

(Mission, Organization, and Training).

#### **AR 140–111**

(Enlistment and Reenlistment).

#### **AR 611– 201**

(Enlisted Career Management Fields and Military Occupational Specialties).

#### **AR 635–5**

(Separation Documents).

#### **AR 635–5–1**

(0) (Separation Program Designators).

#### **AR 635–10**

(Processing Personnel for Separation).

#### **NGR 600–200**

(Enlisted Personnel Management).

#### **NGR 601–2**

(Army National Guard In-Service Recruiting Program)



## Glossary

### Section I Abbreviations

#### AGR

Active Duty Guard/Reserve

#### ARNG

Army National Guard

#### ARNGUS

Army National Guard of the United States

#### AUVS

Automated Unit Vacancy System

#### CAR

Chief, Army Reserve

#### Cdr

Commander

#### CG

Commanding General

#### CMF

career management field

#### CNGB

Chief, National Guard Bureau

#### CONUS

continental United States

#### DA

Department of the Army

#### DCSPER

Deputy Chief of Staff for Personnel

#### FORSCOM

US Army Forces Command

#### HQDA

Headquarters, Department of the Army

#### IRR

Individual Ready Reserve

#### ISR

In-Service Recruiter

#### ISRP

In-Service Recruiting Program

#### LTMP

Long Tour Management Program

#### MACOM

major Army command

#### MILPERCEN

US Army Military Personnel Center

#### MOS

military occupational specialty

#### NCO

noncommissioned officer

#### NGR

National Guard Regulation

#### OCAR

Office of the Chief, Army Reserve

#### OCONUS

outside of the continental United States

#### ODCSPER

Office of the Deputy Chief of Staff for Personnel

#### OPCON

operational control

#### Pam

pamphlet

#### PERSCOM

Personnel Command

#### PCS

permanent change of station

#### RA

Regular Army

#### RCPAC

US Army Reserve Components Personnel and Administration Center

#### REQUEST

Recruit Quota System

#### RETAIN

Reenlistment/Reservation Approval System

#### RNCO

reenlistment noncommissioned officer

#### SDA(PP)

Special Duty Assignment (Proficiency Pay)

#### SOP

standing operating procedure

#### TDA

table of distribution and allowances

#### TPU

troop program unit

#### USAIPRM

US Army Institute of Personnel and Resource Management

#### USAR

US Army Reserve

#### USAREC

US Army Recruiting Command

#### UCMJ

Uniform Code of Military Justice

#### WESTCOM

US Army Western Command

### Section II Terms

#### Active Army

Consists of the following:

- a. Members of the Regular Army on active duty,
- b. Members of the ARNGUS and USAR on active duty (other than active duty for training and ASGR).
- c. Members of the ARNG in the service of the United States pursuant to call.
- d. All persons appointed, enlisted, or inducted into the Army without component.

#### Active Duty Guard/Reserve

ARNGUS and USAR personnel on active duty for over 179 days solely to provide full time support to the ARNG and USAR. These personnel are paid from ARNG or USAR appropriations and are not programmed against the Active Army end strength. USAR personnel on AGR status are participants in the LTMP.

#### Automated Unit Vacancy System

An enhancement of the REQUEST/RETAIN System currently operated by MILPERCEN. It offers a timely, accurate system distributed on a worldwide basis to support the fill of USAR unit vacancies. It serves as a joint FORSCOM and USAREC management tool for the placement of soldiers into USAR units commensurate with USAR strength readiness objectives. FORSCOM is the program manager of the system.

#### In-Service recruiter

An ARNG or USAR NCO serving on active duty in an AGR status performing in duty MOS OOE. He or she is detailed for duty on a CONUS or OCONUS Army installation with the mission of administering the ISRP.

#### In-Service Recruiting Program

A program developed and implemented by HQDA designed to recruit personnel separating from the Active Army into units of the ARNG, USAR, or the IRR. The program is administered by ARNG and USAR NCOs serving on active duty in an AGR status as ISRs (MOS OOE). The ISRs are assisted and supported by Active Army personnel designated by installation commanders.

#### Long Tour Management Program

A centralized personnel management system that provides a program of career development for USAR personnel serving on active duty in an AGR status. Administered by CG, RCPAC, it provides a highly qualified corps of USAR personnel to meet support requirements for USAR projects and programs.

**Major Army commands**

Commands consisting of the following:

- a.* US Army Military District of Washington.
- b.* US Army Materiel Development and Readiness Command.
- c.* US Army Communication Command.
- d.* Military Traffic Management Command.
- e.* US Army Europe.
- f.* Eighth US Army.
- g.* US Army Japan.
- h.* US Army Western Command.
- i.* US Army Corps of Engineers.
- j.* US Army Criminal Investigation Command.
- k.* US Army Health Services Command.
- l.* US Army Training and Doctrine Command.
- m.* US Army Forces Command.
- n.* US Army Intelligence and Security Command.

**Non-obligor**

A current member of the US Armed Forces who has no current statutory military service obligation.

**Obligor**

A current member of the US Armed Forces who, by virtue of initial entry into the US Armed Forces, has incurred a statutory military service obligation under section 511 (d) or 65 1, title 10, United States Code.

**Regular Army**

The permanent Army maintained in peacetime as well as in war; standing Army; one of the major components of the United States Army.

**Regular Army Reenlistment Program**

As used throughout this regulation, refers to the program governed by AR 601-280, to include supplements issued by the MACOMs.

**Reenlistment NCO**

An enlisted member of the Regular Army who is performing duty in MOS 0011 in support of the Regular Army Reenlistment Program.

**Total Army**

A term synonymous with the term US Army. It refers to a diverse community consisting of soldiers on active duty, serving in the Army Reserve Components, or retired.

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